

Duties and Responsibilities for the Register of Deeds Office

The County Register of Deeds office is responsible for keeping books and records and recording such instruments required or authorized by law to be recorded and must provide reasonable facilities for inspection of these records.

As a Deputy Clerk in the Register of Deeds office you will be involved with viewing documents for recording. Checking for accuracy of information, verifying the recording requirements and processing the documents through the office software program. Documents are received via mail, courier and walk-ins.

Other duties include:

Responsible for helping the public with documents that are received for recording and working with the public in general whether on the telephone, by email or walk-ins.

Researching records to provide copies and receipting in funds and performing credit card transactions.

Responsible for end of day reports and handling the funds for the treasurer's office.

Responsible for indexing documents into the office software program.

Responsible for handling correspondence to customers via regular mail, fax, courier and email.

Must be able to lift large record books and aid the public in making copies from these books.

Have basic computer skills and be comfortable with handling email correspondence, i.e. scanning.

And other duties as deemed necessary by the Register of Deeds.

Basic knowledge of legal documents desired.

Accounting experience and experience with Microsoft Excel is helpful.